

**UNIVERSITY OF MASSACHUSETTS BUILDING AUTHORITY**



**REQUEST FOR QUALIFICATIONS  
and  
STATEMENT OF QUALIFICATIONS**

**for**

**GENERAL CONTRACTOR PREQUALIFICATION**

**(pursuant to M.G.L. c. 149, § 44D½)**

**LIFE SCIENCE LABORATORIES – BIOMEDICAL ENGINEERING LAB FITOUT  
UNIVERSITY OF MASSACHUSETTS – AMHERST**

**UMBA PROJECT NO. 16-A2**

June 29, 2018

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## Part One: RFQ

### Section I: General Project Information

<b>Awarding Authority:</b>	University of Massachusetts Building Authority
<b>Project No.:</b>	16-A2
<b>Project Name:</b>	Life Science Laboratories – Biomedical Engineering Lab Fitout
<b>Project Location:</b>	University of Massachusetts - Amherst
<b>Project Description:</b>	Fitout and construction of Biomedical Engineering offices, conference room and laboratories spaces.
<b>RFQ Informational Meeting (if applicable):</b>	Not Applicable
<b>Optional Site Visit (if applicable):</b>	Not Applicable
<b>RFQ Questions:</b>	7/9/2018 by noon
<b>Response to Questions:</b>	7/11/2018 by noon

<b>Submission Deadline:</b> (for submission of SOQs in response to this RFQ)	July 17, 2018 2:00pm
<b>Submission Address:</b>	University of Massachusetts Amherst Physical Plant Building 360 Campus Center Way Amherst, MA 01003 Mr. Henry Merriman Project Manager
<b>Estimated Construction Cost:</b>	\$11,000,000
<b>Estimated Project Duration:</b>	211 Calendar Days
<b>Owner's Project Manager:</b>	Design & Construction Management UMass Amherst Mr. Henry Merriman, Project Manager 360 Campus Center Way Amherst, MA 01003 413 577-1722 Fax: 413-545-3684
<b>Project Architect:</b>	Elkus Manfredi Architects 25 Drydock Avenue Boston, MA 02210
<b>Project Specific Requirements (if applicable):</b>	The Contract will have the following participation goals for minority business enterprises (MBE) and women business enterprises (WBE) and for workforce utilization: Construction: Combined MBE/WBE participation goal 10.4% Construction workforce: Minorities: 15.3%; Women: 6.9%

**Section II: Detailed Project Description**

Fitout and construction of Biomedical Engineering offices, conference room and laboratories spaces on the 6th floor of an existing lab building (heated shell).

### **Section III: General Instructions**

In response to this *RFQ*, interested General Contractors are required to submit a *Statement of Qualifications* (“SOQ”) application package as follows:

**A. Contents of *Statement Of Qualifications Application Package***

The required *SOQ application package* consists of the following:

1. *GC RFQ Form 2*
2. *Schedules A through L to GC RFQ Form 2;*
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

**B. Submission Deadline:** See *Section I: General Information*

An original and (3) three complete copies of the interested General Contractor’s *SOQ application package* must be received by the Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Authority’s date/time stamp. All envelopes should be mailed or delivered to:

Design & Construction Management, UMass Amherst, c/o University of Massachusetts Building Authority, Attn: Mr. Henry Merriman, Project Manager 360 Campus Center Way, Amherst, MA 01003
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*SOQ application packages received by the Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent General Contractor. Respondent General Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. Authority shall not be responsible for mail not received, deliveries not made, or SOQ application packages not received by the date and time set forth in Section I.*

**C. Required Exterior Label For *SOQ Application Package Envelope***

*SOQs* will not be read publicly and should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

<b>RFQ for General Contractor Services</b>
<b>Awarding Authority Name:</b> University of Massachusetts Building Authority
<b>Project Name:</b> Life Science Laboratories – Biomedical Engineering Lab Fitout
<b>Project Number:</b> 16-A2
<b>Respondent General Contractor’s Name:</b>
<b>Respondent General Contractor’s Address:</b>
<b>Respondent General Contractor’s Telephone #:</b>
<b>Respondent General Contractor’s Contact Person:</b>

**D. *RFQ* Informational Meeting (Not applicable)**

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

**E. Optional Site Visit (Not applicable)**

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

**F. Review/Availability Of Contract Documents**

Drawings, specifications and other documents will not be available to respondent General Contractors during the *RFQ* Phase.

**G. Subcontractor Prequalification**

The Project will require prequalification of Subcontractors. If applicable, the following Subcontractors will be prequalified to submit *filed sub-bids* under a separate *RFQ* and prequalification process:

Check Below If Trade Will Be Prequalified On This Project	Section #	Trade Category
<input type="checkbox"/>	040001	Masonry
<input type="checkbox"/>	050001	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	070002	Roofing and Flashing
<input type="checkbox"/>	080001	Metal Windows
<input checked="" type="checkbox"/>	080002	Glass and Glazing
<input type="checkbox"/>	090001	Lathing and Plastering
<input type="checkbox"/>	090002	Tile
<input type="checkbox"/>	090003	Terrazzo
<input checked="" type="checkbox"/>	090004	Acoustical Tile
<input type="checkbox"/>	090005	Marble
<input checked="" type="checkbox"/>	090006	Resilient Floors
<input checked="" type="checkbox"/>	090007	Painting
<input type="checkbox"/>	140001	Elevators
<input checked="" type="checkbox"/>	210001	Fire Protection
<input checked="" type="checkbox"/>	220001	Plumbing
<input checked="" type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning
<input checked="" type="checkbox"/>	260001	Electrical

**H. Additional Instructions**

See *Section VII: Additional Information* for additional instructions regarding the prequalification process.

**Section IV: Overview Of Prequalification Process**

- This *Request for Qualifications* (“*RFQ*”) is issued pursuant to M.G.L. c. 149, § 44D½. Firms interested in providing General Contractor services for the construction of the project described in *Section I and Section II* (“the Project”) MUST submit a *Statement of Qualifications* (“*SOQ*”) in response to this *RFQ* to the Authority as instructed in *Section III* and *Section VIII*, herein.
- The General Contractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149, § 44D½. The project delivery method for construction will be under M.G.L. c. 149. The Authority is prequalifying firms interested in providing General Contractor services for the Project through this *RFQ* prequalification process.

\*\*\*\*\* **IMPORTANT NOTICES** \*\*\*\*\*

**Participation in the RFB Bidding Phase of this Project will be limited to ONLY those General Contractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by the Authority. General Contractors that fail to respond to this *RFQ* and submit a *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I* and General Contractors that have not been deemed prequalified by the Authority shall be automatically disqualified from bidding on this Project.**

**The Authority is prequalifying General Contractors and All Filed-Bid Subcontractors for this Project. Therefore, responses to this *RFQ* will be considered ONLY for the prequalification of General Contractors that, if deemed prequalified will be invited to submit a bid pursuant to M.G.L. c. 149, § 44E. Any contractor seeking to be prequalified as both a General Contractor and Subcontractor for a particular filed sub-bid trade(s) shall be required to file separate responses to BOTH this *RFQ* and the *RFQ* issued to prospective filed sub-bidders for this Project.**

\*\*\*\*\* **IMPORTANT NOTICES** \*\*\*\*\*



## **Section V: Administration/Schedule For Prequalification Process**

### **A. “Two-Phase” Selection Process**

Selection of the General Contractor for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D½. General Contractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFB/Bidding Phase*.

#### **1. *Phase One – RFQ/Prequalification Phase***

- **Submission Of Statement Of Qualifications (“SOQ”)** - Interested General Contractor firms must submit a completed *SOQ*; completed *Schedules A through L*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Authority has appointed a *Prequalification Committee* to review and evaluate the *SOQs* (and supporting documentation) submitted by interested General Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer and three (3) representatives from the Authority.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the *SOQs* (and supporting documentation) submitted by each respondent General Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent General Contractors** – The Authority anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the RFB/Bidding Phase of the General Contractor selection process.

#### **2. *Phase Two – RFB/Bidding Phase***

- General Contractor firms determined in *Phase One* by the *Prequalification Committee* to be prequalified will be invited to bid on the Project. **Only firms deemed prequalified during**

**Phase One – RFO/Prequalification Phase will be permitted to participate in Phase Two, the RFB/Bidding Phase. Firms that are not prequalified by the Prequalification Committee and firms that do not participate in the RFO phase will be precluded from participating in Phase Two - the RFB Bidding/Phase.**

**B. Anticipated Schedule For Prequalification/Bidding**

<b>Anticipated Completion of Prequalification Evaluations:</b>	<b>8/15/2018</b>
<b>Anticipated RFB to Prequalified Bidders:</b>	<b>8/20/2018</b>
<b>Anticipated Notice To Proceed:</b>	<b>9/28/2018</b>
<b>Anticipated Construction Schedule:</b>	<b>211 Calendar Days</b>

**Section VI: Evaluation Procedure/Criteria For Prequalification Selection**

**A. Sources of Information Considered**

Respondent General Contractors must submit documentation for the four (4) statutory evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within DCAMM’s certification files, and such other information as may be obtained relating to the evaluation criteria categories. The *Prequalification Committee* may also request and review additional information as necessary to clarify or supplement the information provided to or obtained by the Authority.

Do not include superfluous material. You must include the *SOQ Response Form*, *GC RFQ Form 2* and *Schedules A through L* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

## B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D½, the Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this *RFQ*. The *Prequalification Committee* shall evaluate interested General Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent General Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those General Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

***Only General Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149, § 44E. An interested General Contractor's score shall be made available to the General Contractor upon request.***

The decision of the *Prequalification Committee* shall be final and shall not be subject to appeal except on grounds of fraud or collusion.

## C. Criteria For Prequalification

*SOQs* must be submitted on the *GC RFQ Form 2* attached hereto. Interested General Contractors submitting a *SOQ* and supporting information in any other form will not be prequalified. The *Prequalification Committee* shall review and evaluate the information submitted by interested General Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D½. Also in accordance with § 44D½, the *RFQ* shall set forth the available points for each evaluation sub-category in order to provide interested General Contractors prior notice of the points available in each sub-category.

1. ***Management Experience - (50 points available in this category; minimum of 25 points required in this category for prequalification approval)***
  - a. ***Business Owners:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent General Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent General Contractor is a corporation or limited liability company, **YOU MUST** provide the

requested information for each officer, director and/or member.  
(3 points available)

1. At least one (1) principal of the General Contractor has five (5) or more consecutive years of employment with the General Contractor – three (3) points.
2. At least one (1) principal of the General Contractor has four (4) or more but less than five (5) consecutive years of employment with the General Contractor – two (2) points.
3. At least one (1) principal of the General Contractor has three (3) or more but less than four (4) consecutive years of employment with the General Contractor – one (1) point.
4. No response or incomplete response – zero (0) points

**b. *Management Personnel:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers. (3 points available)

1. At least one (1) management person of the General Contractor who will work on the (“the Project”) has five (5) or more consecutive years of employment as a management person with the General Contractor – three (3) points.
2. At least one management person of the General Contractor who will work on this Project has four (4) or more consecutive years of employment as a management person with the General Contractor – two (2) points.
3. At least one (1) management person of the General Contractor who will work on this Project has three (3) or more consecutive years of employment as a management person with the General Contractor or other General Contractor in public building construction – one (1) point.
4. No response or incomplete response – zero (0) points.

**c. *Similar Project Experience:*** Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last (5) five years. **For purposes of this RFQ, “similar projects” shall mean experience in Laboratory construction and experience with public construction projects in Massachusetts of similar in size and dollar value.** (14 points available)

1. The General Contractor has successfully completed its work on construction of at least five (5) similar projects within the past five (5) years with a general contract value similar to the estimated general contract value for the project on which the General Contractor is attempting to qualify – fourteen (14) points.
2. The General Contractor has successfully completed its work on construction of at least four (4) similar projects within the past five (5) years with a contract value similar to the estimated contract value for the project on which the General Contractor is attempting to qualify – ten (10) points.
3. The General Contractor has successfully completed its work on construction of at least three (3) similar projects within the past five (5) years with a contract value similar to the estimated contract value for the project on which the General Contractor is attempting to qualify – six (6) points.
4. The General Contractor has successfully completed its work on construction of at least two (2) similar projects within the past five (5) years with a trade contract value similar to the estimated trade contract value for the project on which the General Contractor is attempting to qualify – two (2) points.
5. No similar project experience within the past five (5) years; No response or incomplete response – zero (0) points.

**d. *Terminations:*** Provide a list of any projects on which the firm was the General Contractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. *(8 points available)*

1. The General Contractor has not been terminated on any project within ten (10) years and has not failed to complete the work on any project within ten (10) years provided that termination on a project or failure to complete a project, which in either event, is for reasons beyond the control of the General Contractor shall be disregarded – eight (8) points.
2. Within the past ten (10) years, the General Contractor has been terminated on a project or has failed to complete the work on a project, must provide documentation/explanation – maximum three (3) points.
3. Within the past five (5) years, the General Contractor has been terminated on a project or failed to complete a project - zero (0) points
4. No response or incomplete response – zero (0) points.

e. **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the General Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the General Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (8 points available)

1. No lawsuits are pending nor have been concluded adversely to the General Contractor within the past three (3) years which relate to the procurement or performance of any public construction contract or private construction contract – eight (8) points.
2. No lawsuits are pending nor have been concluded adversely to the General Contractor within the past two (2) years which relate to the procurement or performance of any public construction contract or private construction contract – five (5) points
3. No lawsuits are pending nor have been concluded adversely to the General Contractor within the past one (1) year which relate to the procurement or performance of any public construction contract or private construction contract – two (2) points
4. One lawsuit is currently pending or has been concluded adversely to the General Contractor within the past one (1) year which relates to the procurement or performance of any public construction contract or private construction contract – one (1) point
5. Multiple lawsuits are currently pending or have been concluded adversely to the General Contractor within the past one (1) year which relate to the procurement or performance of any public construction contract or private construction contract – zero (0) points
6. Failure to disclose any pending or lawsuit required to be included in the General Contractor's response – zero (0) points
7. No response or incomplete response – zero (0) points

f. **Safety Record:** Provide the three (3) year history of the General Contractor's workers' compensation experience modifier. In addition, provide documentation from the General Contractor's insurance carrier supporting the rating history provided. (8 points available)

1. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.0 or less – eight (8) points.
2. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.0 to 1.1 – seven (7) points.
3. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.1 to 1.2 – six (6) points.
4. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.2 to 1.3 – four (4) points.
5. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.3 to 1.35 – two (2) points.
6. Average value of the submitted history of the firm's General Contractor's workers' compensation record is greater than 1.35 – zero (0) points.
7. No response or incomplete response – zero (0) points.

**g. *MBE/WBE and Workforce Compliance Record:*** Interested General Contractors MUST COMPLETE Schedule G and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in Section VI(C)(1)(g) of Part One, the RFQ for this Project. In addition, interested General Contractors MUST ATTACH documentation supporting the actual participation and inclusion amounts reported in Schedule G. *(6 points available)*

1. The General Contractor has successfully met the Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals required for that project on at least five (5) projects within the past five (5) years – six (6) points.
2. The General Contractor has successfully met the Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals required for that project on at least four (4) projects within the past five (5) years – four (4) points.
3. The General Contractor has successfully met the Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals required for

- that project on at least three (3) projects within the past five (5) years – three (3) points.
4. The General Contractor has successfully met the Minority Business Enterprise and Women’s Business Enterprise participation goals and workforce inclusion goals required for that project on at least two (2) projects within the past five (5) years – two (2) points.
  5. The General Contractor has successfully met the Minority Business Enterprise and Women’s Business Enterprise participation goals and workforce inclusion goals required for that project on at least one (1) projects within the past five (5) years – one (1) points.
  6. No response or incomplete response – zero (0) points.

**2. *References - (30 points available in this category; minimum of 15 points required in this category for prequalification approval)***

**a. *Project References:*** Provide reference information for owners and architects for each and every project listed in your response to *Section VI(C)(1)(c)*. Information provided shall at least include project name and the names of the owners and architects, with current address, current telephone and fax numbers, and contact person for each. Note: The Prequalification Committee may also consider project reference information and project evaluations obtained from the Update Statement, DCAMM’s certification files and information provided in response to *Subsection 2(c)* herein. *(18 points available)*

1. Three (3) points for each favorable reference, maximum of six (6) references – maximum eighteen (18) points
2. Zero (0) points for each unfavorable reference, maximum of six (6) references
3. The total score for this category will be the net sum of favorable and unfavorable reference points, with the minimum score being zero (0).
4. If a reference cannot be reached due to incorrect contact information then, that reference will be counted as zero (0) points.

**b. *Credit References:*** Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. A credit reference letter from the bank is required by the *SOQ* deadline, it may be included with the *SOQ* or sent directly to Design & Construction Management UMass Amherst, Mr. Henry Merriman, Project



Manager, 360 Campus Center Way, Amherst, MA 01003 from the bank. Also reference *Section VII (D) of Part One* of the RFQ for this Project for Additional Information. (4 points available)

1. Five (5) or more favorable credit references at least one of which is a bank or a recognized lending institution – four (4) points.
2. Four (4) favorable credit references at least one of which is a bank or a recognized lending institution – three (3) points.
3. Three (3) favorable credit references at least one of which is a bank or a recognized lending institution – two (2) points.
4. Two (2) or less favorable credit references at least one of which is a bank or a recognized lending institution – one (1) point.
5. No favorable credit references – zero (0) points.
6. No response or incomplete response – zero (0) points (lack of a bank credit reference letter will be considered an incomplete response).

**c. *Public Project Record:*** Provide a list of all completed public building construction projects (as defined by M.G.L. c. 149, § 44A) worked on during the past five (5) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner’s name (including address, telephone number, fax number, and contact person) and architect’s name (including address, telephone number, fax number and contact person). (8 points available)

1. Work successfully completed on five (5) or more public building projects during the past five (5) years – eight (8) points.
2. Work successfully completed on four (4) public building projects during the past five (5) years – six (6) points.
3. Work successfully completed on three (3) public building projects during the past five (5) years – four (4) points.
4. Work successfully completed on two (2) public building projects during the past five (5) years – two (2) points.
5. Work successfully completed on one (1) public building project during the past five (5) years – one (1) point.
6. Work successfully completed on no public building projects during the past five (5) years – zero (0) points.
7. No response or incomplete response – zero (0) points

**3. *Capacity to Complete Projects - (20 points available in this category; minimum of 10 points required in this category for prequalification approval)***

**a. *Prior Revenue:*** Submit the prior annual revenue for the last three (3) fiscal years. (10 points)

1. Average revenue is 150% or greater of estimated amount of trade category listed in this RFQ – ten (10) points.
2. Average revenue is between 150% and 125% of estimated amount of trade category listed in this RFQ – eight (8) points.
3. Average revenue is between 125% and 100% of estimated amount of trade category listed in this RFQ – six (6) points.
4. Average revenue is between 100% and 75% of estimated amount of trade category listed in this RFQ – four (4) points.
5. Average revenue is between 75% and 50 % of estimated amount of trade category listed in this RFQ – two (2) points.
6. Average revenue is less than 50% of estimated amount of trade category listed in this RFQ - zero (0) points
7. No response or incomplete response - zero (0) points

**b. *Revenue under Contract:*** Submit revenue under contract for the next three (3) years. (10 points)

1. Revenue is 200% or greater of estimated amount of trade category listed in this RFQ – ten (10) points.
2. Revenue is between 200% and 150% of estimated amount of trade category listed in this RFQ – eight (8) points.
3. Revenue is between 150% and 100% of estimated amount of trade category listed in this RFQ – six (6) points.
4. Revenue is between 100% and 50% of estimated amount of trade category listed in this RFQ – four (4) points.
5. Revenue is less than 50% of estimated amount of trade category listed in this RFQ – two (2) points.
6. No response or incomplete response – zero (0) points.

**4. *Mandatory Requirements - (no points assigned)***

**a. *Bonding Capacity:*** Interested General Contractors must provide a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred and ten percent (110%) of the estimated construction cost for Project as set forth in *Section I*.

**b. *DCAMM Certification:*** Interested General Contractors must provide a currently valid *Certificate of Eligibility* issued by DCAMM to the General Contractor pursuant to M.G.L. c. 149, § 44D, showing a single and aggregate capacity rating sufficient for the Project.

- c. **Update Statement:** Interested General Contractors must provide a current and completed Update Statement prepared by the interested General Contractor.

*[THIS SPACE IS INTENTIONALLY BLANK]*

## **Section VII: Additional Information**

### **A. Status Of Request For Qualifications**

This *RFQ* is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent General Contractor. The Authority shall not be responsible under any circumstances for any costs incurred by any respondent General Contractors to this *RFQ*. The Authority reserves the right to cancel this procurement at any time if it is in its the best interest to do so.

### **B. Treatment Of Information Submitted**

With the exception of the required audited financial statements, the Authority shall have no obligation to treat any information submitted by an interested General Contractor in or in connection with a *SOQ* as proprietary or confidential unless the Authority determines that the information legitimately requires such treatment. In such case, the Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The Authority shall have the right to use all or portions of the *SOQ*, as it considers necessary or desirable in connection with the Project. By the submission of a *SOQ*, the respondent General Contractor thereby grants to the Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

### **C. Communication Between Authority and Respondent General Contractors**

Unauthorized communications or contact between General Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Authority, the project designer, the project manager, or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited. The only authorized communications shall be 1) inquiries to the Authority for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) inquiries made at the official Pre-RFQ Submission meeting held by the Authority. If applicable, the official Pre-RFQ Submission Meeting will be held at the date and time set forth in *Section I*.

Any issues brought to the Authority's attention, which the Authority determines will require additional clarification, will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent General Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Authority will post to the website, <http://umassba.net>, all addenda which will be available to all respondent General Contractors that have downloaded or received the RFQ directly from the

Authority. It shall be the sole responsibility of the respondent General Contractor to ascertain the existence of any and all addenda issued by the Authority.

From the date of issuance of this RFQ, any respondent General Contractor that contacts directly or indirectly any member or employee of the Authority, or the project designer, or the project manager, or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a verbal or written question or request for clarification at the Pre-RFQ Submission meeting as set forth in *Section I*.

**D. Credit References**

In evaluating credit references (see Part Two, Section 2(b) of the General Contractor RFQ Form 3), significant weight is attached to the General Contractor having a bank reference. In order to expedite this process, please contact your bank reference and either include with the SOQ or have the bank forward directly to the address below (by mail or fax) so that it is received by Design & Construction Management UMass Amherst by the deadline for SOQ submittal, a letter indicating how long they have been associated with the General Contractor and whether they consider the General Contractor to be favorable or unfavorable. This information must be submitted on the bank's letterhead to:

Design & Construction Management UMass Amherst  
Attn: Mr. Henry Merriman, Project Manager  
360 Campus Center Way  
Amherst, MA 01003  
Facsimile Number: 413-545-3684  
Email: hmerriman@facil.umass.edu

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University of Massachusetts Building Authority  
 UMass Amherst – Life Science Laboratories – Biomedical Engineering Lab Fitout  
 RFQ for General Contractor Services

**RFQ Interest Form  
 GC RFQ Form 1  
 (For Submission to Authority immediately)**

**Instructions:** *If your firm is interested in responding to the RFQ for Prequalification of General Contractors for this Project then GC RFQ Form 1 MUST be submitted to the Authority BEFORE submitting the SOQ Application GC RFQ Form 2.*

<b>Awarding Authority:</b>	University of Massachusetts Building Authority
<b>Project No.:</b>	16-A2
<b>Project Name:</b>	Life Science Laboratories – Biomedical Engineering Lab Fitout

Mail or Fax this *RFQ Interest Form* to<sup>1</sup>:

Mr. Henry Merriman, Project Manager
University of Massachusetts Amherst 360 Campus Center Way, Amherst, MA 01003
Fax: 413-545-3684
Email: hmerriman@facil.umass.edu

By submitting this *GC RFQ Interest Form* the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. ***The Authority assumes no responsibility for a firm’s failure to receive any addenda or other correspondence related to this RFQ due to the firm’s failure to submit an RFQ Interest Form as directed above or for any other reason.***

<b>General Contractor Firm Name:</b>	
<b>General Contractor Address:</b>	
<b>General Contractor Telephone:</b>	
<b>General Contractor Facsimile:</b>	
<b>General Contractor Contact Person/Title:</b>	
<b>Date Submitted:</b>	

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of Authorized Representative)

<sup>1</sup> Note: The Statement of Qualifications (“SOQ”) application form (GC RFQ Form 2) and accompanying Schedules A through K, submitted in response to this RFQ **MAY NOT BE FAXED.**



**Statement of Qualifications Application for General Contractors  
 GC RFQ Form 2**

**Note:** See Sections III and VII of Part One, the RFQ for this Project, for instructions on completing this Statement of Qualifications and accompanying Schedules A through L.

<b>Project Name:</b>	Life Science Laboratories – Biomedical Engineering Lab Fitout
<b>Project No:</b>	16-A2
<b>Awarding Authority:</b>	University of Massachusetts Building Authority
<b>General Contractor Name:</b>	
<b>General Contractor Mailing Address:</b>	
<b>General Contractor Street Address:</b>	
<b>Telephone Number:</b>	
<b>Facsimile Number:</b>	
<b>Contact Person/Title:</b>	

1. **Management Experience** - (50 points available; minimum of 25 points required for prequalification approval)
  - a. **Business Owners:** Interested General Contractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in Section VI(C)(1)(a) of Part One, the RFQ for this Project.
  - b. **Management Personnel:** Interested General Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in Section VI(C)(1)(b) of Part One, the RFQ for this Project.
  - c. **Similar Project Experience:** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects for the last five (5) years. For each project, you must include the name, description of project, description of your firm’s scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of this RFQ, “similar projects” shall be defined as defined in Section VI(C)(1)(c) of Part One, the RFQ for this Project.



- d. **Terminations:*** Interested General Contractors **MUST COMPLETE** *Schedule D* and list each and every project on which your firm was terminated or failed to complete the work as set forth in *Section VI(C)(1)(d)* of *Part One*, the *RFQ* for this Project.
- e. **Legal Proceedings:*** Interested General Contractors **MUST COMPLETE** *Schedule E* and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested General Contractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the *RFQ* for this Project.
- f. **Safety Record:*** Interested General Contractors **MUST COMPLETE** *Schedule F* and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1)(f)* of *Part One*, the *RFQ* for this Project, and **MUST ATTACH** to *Schedule F* documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
- g. **MBE/WBE and Workforce Compliance Record:*** Interested General Contractors **MUST COMPLETE** *Schedule G* and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in *Section VI(C)(1)(g)* of *Part One*, the *RFQ* for this Project. In addition, interested General Contractors **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in *Schedule G*.
2. **References** - (30 points available; minimum of 15 points required for prequalification approval)
- a. **Project References:*** Interested General Contractors **MUST COMPLETE** *Schedule H* and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.
- b. **Credit References:*** Interested General Contractors **MUST COMPLETE** *Schedule I* and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.
- c. **Public Project Record:*** Interested General Contractors **MUST COMPLETE** *Schedule J* and list all completed public building construction projects completed by your firm during the past five (5) years as required in *Section VI(C)(2)(c)* of *Part One*, the *RFQ* for this Project.





3. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**
  - a. **Audited Financial Statement:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* an audited financial statement for the last three (3) fiscal years (may be submitted in a sealed envelope). (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
  - b. **Revenue Under Contract:** Interested General Contractors **MUST COMPLETE** *Schedule K* and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.
4. **Mandatory Requirements: (no points are assigned)**
  - a. **Payment and Performance Bonds:** Interested General Contractors **MUST COMPLETE** *Schedule L* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred ten percent (110%) of the estimated construction cost of this Project.
  - b. **Certificate of Eligibility:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAMM) showing a single and aggregate capacity rating sufficient for the Project.
  - c. **Update Statement:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a current and completed *Update Statement*.
5. **Execution Requirements**
  - a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested General Contractors are advised to carefully review the *RFQ Response Checklist – GC RFQ Form 3*.
  - b. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.
  - c. **Authorization to Sign:** This form **MUST** be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.



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- d. Debarment Status:** By signing below, the interested General Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

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**CERTIFICATION**

The undersigned declares that he or she has carefully examined all the documents contained in the *Request for Qualifications for General Contractors (RFQ)* solicitation for the Project, and certifies to the best of his/her knowledge, that this *Statement of Qualifications* fully complies with all of the requirements of the *RFQ* and all addenda and clarifications issued in regard to the *RFQ*.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this *Statement of Qualifications* and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Awarding Authority is directly or indirectly interested in this *Statement of Qualifications* or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a *Statement of Qualifications* or subsequent proposal or to refrain from doing so or to influence the terms of the *Statement of Qualifications* or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated there under, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this *Statement of Qualifications* and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this *Statement of Qualifications* in its entirety is complete, true and accurate.

By signing below, the interested Trade Contractor **acknowledges receipt of the following addenda** to this *RFQ*:

Addenda Nos. (if any): \_\_\_\_\_

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Project Name: \_\_\_\_\_















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**Firm Name:** \_\_\_\_\_

**SCHEDULE F – SAFETY RECORD:** Interested General Contractors are required to provide the three (3) three year history of its workers' compensation experience modifier and attached documentation from its insurance carrier supporting the ratings reported herein as set forth in *Section VI(C)(1)(f) of Part One*, the *RFQ* for this Project.

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS
2018		
2017		
2016		





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**Firm Name:** \_\_\_\_\_

**SCHEDULE H - PROJECT REFERENCES:** Interested General Contractors are required to list references for prior work your firm has performed as set forth in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			



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**Firm Name:** \_\_\_\_\_

**SCHEDULE I - CREDIT REFERENCES:** Interested General Contractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors as set forth in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				



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**Firm Name:** \_\_\_\_\_

**SCHEDULE J - PUBLIC PROJECT RECORD:** – Interested General Contractors are required to list all completed public buildings during the past five (5) years in accordance with Section VI(C)(2)(c) of *Part One*, the *RFQ* for this Project. (You may attach additional pages if necessary).

<b>PROJECT INFORMATION</b>	<b>CONTACT INFORMATION</b> Provide business and contact name, address, telephone and fax
<b>PROJECT NAME:</b>  <b>CONTRACT VALUE:</b>  <b>SCOPE:</b>  <b>START DATE:</b> <b>FINISH DATE:</b>	<b>AWARDING AUTHORITY:</b>  <b>DESIGNER:</b>
<b>PROJECT NAME:</b>  <b>CONTRACT VALUE:</b>  <b>SCOPE:</b>  <b>START DATE:</b> <b>FINISH DATE:</b>	<b>AWARDING AUTHORITY:</b>  <b>DESIGNER:</b>



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**Firm Name:** \_\_\_\_\_

**SCHEDULE K – REVENUE UNDER CONTRACT:** – Interested General Contractors are required to list revenue under contract for next three (3) fiscal years in accordance with Section VI(C)(3)(b) of *Part One*, the *RFQ* for this Project.

Firm's fiscal year runs \_\_\_\_\_ to \_\_\_\_\_.

YEAR	REVENUE UNDER CONTRACT (\$)
2018	
2019	
2020	



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**Firm Name:** \_\_\_\_\_

**SCHEDULE L – LETTER EVIDENCING BONDING CAPACITY:**

**Respondent Trade Contractors must attach here a letter from a surety company** (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than **one hundred and ten percent (110%)** of the estimated trade contract value of the Project. The surety company must meet the requirements set forth above. For Trade Contractors submitting SOQs for more than one Trade, a letter evidencing bonding capacity for each trade must be submitted.



### **RFQ RESPONSE CHECKLIST - GC RFQ Form 3**

**NOTE: LATE APPLICATIONS FOR PREQUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING A RESPONSE TO THIS RFQ, PLEASE REVIEW THE FOLLOWING:**

- Did you fax or mail the RFQ Interest Form (*GC RFQ Form 1*) to the Authority?
- Did you complete the entire *SOQ* Form (*GC RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Did you attach the required documentation supporting the MBE/WBE and Workforce Compliance record you reported in *Schedule G*?
- Do you have the current contact information for all of the references you reported in *Schedule H*, *Schedule I* and *Schedule J*?
- Did you attach an audited financial statement as required in *Section 3(a)* of *Part Two, GC RFQ Form 2*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a)* of *Part Two, Schedule L*?
- Did you attach a currently valid DCAMM *Certificate of Eligibility* as required in *Section 4(b)* of *Part Two, GC RFQ Form 2*?
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c)* of *Part Two, GC RFQ Form 2*?
- Did you include the original and all required copies of your entire *SOQ* application package?
- Did you address the *SOQ* envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the Execution Requirements before signing the *SOQ* application form?
- Is the person who signed the *SOQ* application form authorized to do so and did his or her correct and current contact information?